

College of Agriculture Outstanding Extension/Outreach Award

Criteria and Guidelines

The College of Agriculture **Outstanding Extension/Outreach Award** was established to recognize faculty members for their excellence in extension/outreach as well as honor their accomplishments.

To be eligible for this award, the applicant must:

1. Have a full time faculty appointment in the College of Agriculture for at least 5 years by December 31st of the previous year.
2. Have not received this award within the last 5 years.
3. To be competitive, the candidate should have at least 50% of time committed to extension or any non-classroom teaching activity.

The award carries a cash value of \$500

If applications do not meet the award requirements, the award will not be presented during that year.

Application materials:

1. **Cover letter** that highlights how the applicants meet the evaluation criteria (2 pages).
2. **Brief CV/resume** emphasizing extension activities and accomplishments (see specific evaluation criteria below) (2 pages)
3. **Evaluation results** for each workshop/presentation with evidence of changes in knowledge or behavior highlighted.
4. **Documentation (copies)** of publications and other scholarly achievements.
5. **Documentation (copies)** of extramural funding awards and their relation to extension activities.
6. **Three letters of support** from stakeholders identifying impacts of applicant's program. The letter should be directly sent to Dr. Jason de Koff by email (jdekoff@tnstate.edu) or regular mail at the address provided below or sent to the applicant in a sealed envelope before the deadline.

Evaluation Criteria:

The following scoring criteria will be used to evaluate the award applications.

1. **Innovative and Creative Program Leadership (Impact)** (3 years) (25 points)
Documentation of innovative and creative program leadership will relate to the number of workshops or presentations held for stakeholders over the last 3 years and evaluations from these approved presentations led by the applicant.

To receive the full 25 points for this category, faculty must perform 50 workshops/presentations (for a 100% Extension appointment) over the three year period with evaluation results that specifically identify changes in knowledge and/or behavior.

2. Scholarly Achievements (3 years) (40 points)

Documentation of scholarly achievements will include peer reviewed extension publications/factsheets, peer reviewed articles in extension journals, articles in trade journals, presentations to the scientific community related to extension activities, curriculum, educational software, educational videos and contributions to eXtension Communities of Practice within the last three years.

Score calculation for scholarly achievements will be determined as outlined below based on first authorship (for second author 50% of points will be assigned, for third author or higher, 33% of points will be assigned):

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|---|------------|
| i. A first author approved curriculum (includes multiple units, lesson plans, course outlines, presentation materials, participant handouts, evaluations) | 10 points |
| ii. A first author peer-reviewed article in a research or extension journal | 6 points |
| iii. A first author peer-reviewed extension publication/factsheet | 3 points |
| iv. A first author presentation to the scientific community related to extension activities | 3 points |
| v. A first author article in a trade journal | 1.5 points |

3. Extramural funding (25 points)

Overall extramural funding received either from a specifically-focused Extension grant or for funds that provide Extension-related activities on a larger grant over the last three year period will be used for determination of awarded points in this category. For grants where the applicant serves as a co-PI or collaborator, dollar value will be determined based on the co-PI's percentage of contribution (salary/benefits) multiplied by the total grant amount. For example, if a co-PI has 10 percent of his/her salary/benefits allocated to a \$100,000 grant, his/her amount would be \$10,000.

To receive the full 25 points for this category, faculty must have been awarded at least \$250,000 over the three year period (for a 100% Extension appointment).

4. Demonstrated innovation through impact data in regards to partnerships, funding, and educational program delivery. (5 points)

5. Demonstrated conveyance of cultural competencies and appreciation for diversity (5 points)

Conflicts of interest:

Award committee members are neither eligible nor can submit letters of support.

Deadline:

Electronic or hard copies of all required documents should be submitted by March 15th to the address below:

Dr. Jason de Koff
Email: jdekoff@tnstate.edu
College of Agriculture
Tennessee State University